

Pandemic Planning Checklist for Businesses

PLAN FOR IMPACT ON YOUR BUSINESS	COMPLETED	IN PROGRESS	NOT STARTED
Identify a pandemic coordinator or team with defined responsibilities for the preparedness and response planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify essential employee and other critical inputs (raw materials, suppliers, subcontractors) required to maintain business operations during a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train and prepare ancillary workforce (contactors, retirees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan for scenarios likely to increase or decrease demand for your services during a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gauge potential impact of a pandemic on state business financials, using scenarios that focus on various services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find up-to-date, reliable information from public health, emergency management and other sources create open lines of communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish an emergency communications plan, and revise periodically, include key contacts and backups; a chain of communications (including suppliers and customers) and process for tracking and conveying business and employee status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement a drill to test your plan, and revise periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLAN FOR IMPACT ON EMPLOYEES AND CUSTOMERS			
Allow for employee absences during a pandemic due to factors such as personal illness, family member illness, quarantines, school or business closures and public transportation closures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement guidelines to modify the frequency and type of face-to-face contact (handshakes seating in meetings, office layout, shared workstations) among employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage and track annual influenza vaccination for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate what employee access to health care services would be during a pandemic and improve services as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate what employee access to mental health and social services would be during a pandemic and improve as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify employees and key customers with special needs and incorporate those requirements into your plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESTABLISH POICIES TO BE IMPLEMENTED DURING A PANDEMIC			
Establish liberal, non-punitive policies for employee compensation and sick eave absence unique to a pandemic, stipulating when people are no longer considered infectious and can return to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish policies for flexible work site and work hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish policies for preventing influenza spread at the work site (promoting coughing/sneezing etiquette, for instance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish polices for employees who have been exposed to pandemic influenza, are suspected to be ill or become ill at the work site (infection control response, immediate mandatory sick leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish policies for restricting travel to affected geographic areas (both domestic and international) for evacuating employees working in or near affected areas, and for providing guidelines for employees returning from affected areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish authorities, triggers and procedures for activating and terminating the company's response plan, altering business operations, and transferring business knowledge to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ALLOCATE RESOURCES TO PROTECT EMPLOYEES AND CUSTOMERS DURING A PANDEMIC.			
Provide sufficient and accessible infection control supplies (hand-hygiene products, tissues, receptacles for tissue disposal in all business locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enhance communications and information technology infrastructure as needed to support employee telecommuting and remote customer access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure availability of medical consultation in an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATE WITH AND EDUCATE EMPLOYEES			
Develop programs and disseminate materials covering pandemic fundamentals (symptoms of influenza, modes of transmission as well as protection and response strategies (hand-hygiene, coughing/sneezing etiquette, contingency plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anticipate employee anxiety, rumors, and mis information, and plan communications accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure your communications are culturally and linguistically appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disseminate information to employees about your preparedness and response plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide information about at-home care for employees and family members who are ill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop platforms (hotlines, dedicated Web sites) for communicating pandemic status and company actions to employees, vendors, suppliers and customers inside and outside the work site in a consistent and timely ways; eliminate redundancies in the emergency contact system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify community sources for timely and accurate pandemic information(domestic and international) and resources for obtaining countermeasures (vaccines, antivirals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HELP YOUR COMMUNITY			
Share your pandemic plans with health insurers and major health care providers; understand their capabilities and plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share your plans with public health agencies and emergency responders; understand their capabilities and participate in their planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate with public health agencies and emergency responders about the assets or services your business could contribute to the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share best practices with chambers of commerce, associations, and other business to improve community response efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>